



FAIRFAX COUNTY

Athletic Services
DEPARTMENT OF COMMUNITY AND
RECREATION SERVICES
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Fairfax, Virginia 22035-1115

V I R G I N I A

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June 3, 2004

Dear Athletic Organization Representatives:

As outlined in my letter on April 27, 2004, the Fairfax County Board of Supervisors adopted an Athletic Services Division Application Fee as part of the FY 2005 Fairfax County budget. The Board of Supervisors directed staff from the Department of Community and Recreation Services (CRS) to work with the Fairfax County Athletic Council (FCAC) to finalize the fee structure. The purpose of this correspondence is to update you on the process of finalizing the fee structure and to share with you the final fee policy, a copy of which is included with this letter.

At its April 21 meeting, the FCAC created a subcommittee to work with CRS staff to finalize a fee structure and develop a policy that would guide its implementation. On April 27, a letter was sent to all athletic facility users currently in the CRS database notifying them of the adoption of an application fee and stating that CRS staff would be working with the FCAC to finalize the fee structure and develop a policy. Additionally, each user was invited to attend a meeting on May 12 where the proposed fee structure and policy were presented and public comment was solicited. At its regularly scheduled meeting on May 19, the FCAC reviewed the proposed fee structure and policy and voted on its recommendations to CRS staff.

The final fee policy is broken down into five distinct user categories. These include leagues/organizations that register by individual, leagues/organizations that register by team, groups of individuals (conditioning groups, for example), tournaments, and one-time users. The highlights of the application fee structure are as follows:

- Fees for **leagues/organizations that register individual players** will be \$5.50 per participant per team per season.
- In response to concerns from those **leagues/organizations that register by team** rather than by individual, a team fee based upon the allocation calculation factor in the field and gymnasium allocation policies was adopted. For instance, a sport that has an allocation calculation factor of 20 participants per team would be charged a team fee of \$110 per team per season (\$5.50 x 20). Charging these leagues/organizations by team will allow for these groups to definitively know what they should charge each team at the beginning of the season, thereby eliminating concerns over how to recover fees when each team has varying participant totals. It will also resolve issues of substitute players and player additions/subtractions during the season.

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- Fees for **groups of individuals** that request the use of facility space for the purposes of recurring use, but who are not running a specific athletic league, will be \$5.50 per participant per team per CRS scheduling season.
- Fees for **tournaments** will be \$15 per team.
- Fees for **one-time users** will be \$50 per assigned facility.
- A 50 percent discount is included in the policy for groups in which at least 75 percent of its participants are age 60 or older.

This application fee policy (with the exception of the tournament fee policy) will be effective beginning with the fall 2004 scheduling seasons. Due dates for the application fee are noted in the attached policy. Therefore, as I outlined in my letter on April 27, 2004, all organizations should plan (if they have not done so already) their fall registration fees accordingly. The policy guiding tournament fees will be effective for tournaments occurring after January 1, 2005.

If you have any questions or concerns, please feel free to call me at (703) 324-5533. In addition, the entire fee policy is available on the CRS website at www.fairfaxcounty.gov/rec.

Sincerely,

Karen Avvisato
Division Supervisor

KA/MMM

Enclosure

cc: Patricia D. Franckewitz, Director, CRS
Chris Leonard, Deputy Director, CRS

Athletic Services Application Fee Policy

I. Purpose

To establish policies and procedures which govern the implementation of the Athletic Services Application Fee. This policy is developed in conjunction with the existing Field Allocation Policy and Gym Allocation Policy.

II. Use Types, Charges, and Occurrences

The application fee will be assessed to applicants for facility space according to the type of application. The five types of application for facility space are:

Use Type	Charge	Occurrence	Payment Due
A. Athletic League / Organization – Participant Registration	\$5.50 per participant per team	Per league season	At time of roster submission; no later than two weeks after league games begin
B. Athletic League / Organization – Team Registration	Per team fee – determined by the Allocation Calculation Factor	Per league season	At time of roster submission; no later than two weeks after league games begin
C. Group of Individuals	\$5.50 per participant	Per CRS scheduling season	At time of notification of facility availability; with submission of rosters
D. Tournament	\$15 per team	Per tournament	Two days prior to tournament date; with submission of tournament schedule
E. One-time use	\$50 per assigned facility	Per application	At time of notification of facility availability

A. Athletic League/Organization – Participant Registration

1. Definition: A local youth or adult athletic group that maintains an organizational structure governing the management of the group. The group **registers participants**, schedules games, and has sufficient membership to schedule competitive play.
2. Charge: \$5.50 per participant per team; billed to the athletic league/organization. A 50% discount will be given for athletic leagues/organizations or divisions within an athletic league/organization in which at least 75% of the participants are age 60 or older.

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3. Occurrence: This fee is assessed for each participant utilizing Fairfax County facilities each league season. An athletic league must conclude its operations within 16 weeks of league beginning (including practices, games, and tournaments/playoffs). Additional time beyond 16 weeks will be assessed an additional charge of \$5.50 per participant.
4. Payment Due: At time of roster submission; no later than 2 weeks after league games begin.

B. Athletic League/Organization – Team Registration

1. Definition: A local youth or adult athletic group that maintains an organizational structure governing the management of the group. The group **registers teams**, schedules games, and has sufficient membership to schedule competitive play.
2. Charge: Team fee billed to the athletic league/organization. The team fee is calculated at \$5.50 times the Allocation Calculation Factor as defined in the Field Allocation Policy and Gym Allocation Policy. A 50% discount will be given for athletic leagues/organizations or divisions within an athletic league/organization in which at least 75% of the participants are age 60 or older.
3. Occurrence: This fee is assessed for each team utilizing Fairfax County facilities each league season. An athletic league must conclude its operations within 16 weeks of league beginning (including practices, games, and tournaments/playoffs). Additional time beyond 16 weeks will be assessed an additional charge per team.
4. Payment Due: At time of roster submission; no later than 2 weeks after league games begin.

C. Group of Individuals

1. Definition: Individuals who informally have joined together to play or participate in a sport or activity, who are not associated with an organization, and who do not meet the requirements of an athletic league/organization. This use type occurs two or more times during a CRS scheduling season.
2. Charge: \$5.50 per participant; billed to the applicant. A 50% discount will be given for groups of individuals in which at least 75% of the participants are age 60 or older.
3. Occurrence: This fee is assessed for each participant utilizing Fairfax County facilities per CRS scheduling season. This type of use is limited by scheduling seasons as outlined in the gym and field allocation policies. Additional time in subsequent scheduling seasons will be assessed an additional charge of \$5.50 per participant.

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4. Payment Due: At time of notification of facility availability; prior to issuance of facility use permit.

D. Tournament

1. Definition: Competitive play that requires additional facility space beyond an organization's allocation and/or is not part of the regular playing season.
2. Charge: \$15 per team; billed to the applicant. A 50% discount will be given for tournaments in which at least 75% of the participants are age 60 or older.
3. Occurrence: This fee is assessed for each team utilizing Fairfax County facilities registered in the tournament.
4. Payment Due: Two days prior to tournament date; with submission of tournament schedule. Previously submitted tournament deposit may be applied towards this payment.

E. One-time use

1. Definition: Individuals who informally have joined together to play or participate in a sport or activity. This use type occurs only once during a CRS scheduling season.
2. Charge: \$50 per facility assigned; billed to the applicant. A 50% discount will be given for groups in which at least 75% of the participants are age 60 or older.
3. Occurrence: This fee is assessed for each application received.
4. Payment Due: At time of notification of facility availability; prior to issuance of facility use permit.

III. Non-Compliance

Failure to comply with the Athletic Services Application Fee Policy as stated above will result in the denial or termination of facility space as outlined in the Field Allocation Policy and the Gym Allocation Policy.